



Lincoln School Lunch

**Brooks Café
Smith Café
Hanscom Cafe**

TO: School Committee
Superintendent
Administrator for Business & Finance

FROM: Cathleen Higgins, Director of Food Services

DATE: December 8, 2014

SUBJECT: School Committee Update

The annual update on the Food Service program addresses several topics:

- Administrative Review
- Borrowing Updates – Charging Policy
- Farm to School program with Drumlin Farms
- Wellness and School Health Advisory Council
- Food Safety and Sanitation inspection results
- ServSafe Training
- Hanscom DPH Training – Hanscom Café Staff
- Keys to Excellence – SNA
- SNA Annual Conference for Cafeteria PD

Administrative Review – DESE

The Richard B. Russell National School Lunch Act, as amended by the Healthy Hunger-Free Kids Act of 2010 (HHFKA), requires a unified accountability system designed to ensure that participating school food authorities (SFAs) comply with National School Lunch Program (NSLP) and School Breakfast Program (SBP) requirements. The Act also requires an accountability system that conducts Administrative Reviews to evaluate Program requirements for NSLP and SBP during a three-year cycle. Massachusetts exercises its responsibilities through DESE.

The DESE NSLP Administrative Review has several new online components, so Buck Creel and I attended a training session to address the program requirements of the Administrative Review process. We have already completed a segment that was due on November 7th. This component included a School Food Authority Resource Assessment and required an upload of key financial documents regarding enrollment, school lunch revolving fund review, and indirect costs.

The main component is the offsite assessment through an online process, due 30 days prior to our review date (which has not yet been assigned). The new online component includes uploads of menus, production records, the Wellness Policy, HACCP procedures, Verification results, meal counting and claiming, and state reports among others. The review will be held onsite here in Lincoln and will include a visit to a school cafeteria during lunch.

Borrowing Updates – Charging

Negative Account Balances as of 12/8/2014

- Hanscom Total Students = 17, Total Student Credits = \$80.39
- Brooks Total Students = 7, Total Student Credits = \$61.73
- Smith Total Students = 3, Total Student Credits = \$2.44

We are happy to see such low balances on our Negative Account balances list. We serve students a full reimbursable meal of their choice, even when they are on the negative account balance list and over our limit of three lunches charged. Using the online payment system is a preferred option with parents and has helped keep the negative balances low. The online payment system offers features such as low balance e-mail alerts, automatic payments, and a free smart phone app for parents.

Farm to School Drumlin Farms

This year we continued our deliveries with our local Farmers: Drumlin Farms. We began receiving our first Drumlin Farms delivery of the fall season in early September. The fresh vegetables and herbs were picked on Thursday morning and on our student's cafeteria tray by lunch time. Our café staff served a wide assortment of fresh greens from Drumlin such as Winterbore Kale which staff made into tasty Kale Chips. The students responded well to potato salad made from Purple potatoes. No vegetable selection would be complete without fresh herbs and we chose from Drumlin's home grown offerings of cilantro, dill and parsley. This was all topped off by garlic bulbs from our very own school garden.

Wellness and School Health Advisory Council

We have begun our regular meetings of the School Health Advisory Council (SHAC) with Stephanie Powers as the current chair. We have had our first meeting and talked about the Wellness Policy. With the help of Mark McDonough, we have been updating the SHAC information offered on the website to do more with community involvement and outreach for our meetings to increase communication, involvement and membership across our school and town community.

Food Safety and Sanitation Results

The cafeterias in Lincoln and Hanscom have all received excellent reports on the most recent round of Food Safety Audits. Our staff undergoes trainings and certifications to keep up to date on all the requirements for HACCP programs. There is a great deal of record-keeping and logs involved as well as the day-to-day food safety and sanitation requirements and weekly self-inspections. All the results are a matter of public record and are posted on the foodservice page on the LPS website under Food Safety Audits.

Hanscom cafeteria will now be receiving monthly Department of Public Health inspections per the new HAFB administrators. They have chosen to do this for all foodservice operations on base. The excellent results show a superior level of commitment on the part of our cafeteria staff to food safety and sanitation in our school community. Thanks to the efforts of Lauren Braudis, Deb Mason, Jo Casey, and Maki Koetting.

ServSafe Training

Several staffers from all three cafes are attending a ServSafe training offered through TEC, The Education Collaborative on Friday, December 5th. Best of luck to Daniel Halkett, Maki Koetting and Tanja Sennick on the National certification exam. They have studied and prepared for several weeks and will become certified. ServSafe is a national food safety and sanitation

certification good for five years. They will join Christine Sveistys, Sandra Hillson, Tonia Gaines, Lauren Braudis and Deb Mason, all currently certified. We will have at least two ServSafe trained staff at each kitchen; the USDA Food Code requirement is for one.

Hanscom DPH Food Handler's Training Course

As part of the professional development for the cafeteria staff, the Hanscom staff attended the Hanscom Air Force Base Public Health department's Food Handler Training Course. Staff at Hanscom attended the annual food safety and sanitation training which had a strong focus on food defense, and passed the exam thereby receiving a Food Handler's Training Certificate. Congratulations to Lauren Braudis, Deb Mason, Tanja Sennick, and Maki Koetting.

Keys to Excellence – SNA

Keys to Excellence is a new online benchmarking tool for SNA members. Users complete a questionnaire about their program and receive a comprehensive assessment of their performance from every angle. Moreover, Keys users can compare their program to others in their state and nationwide, providing valuable insights and information. I have begun the process of evaluating our program based on these SNA parameters. It allows us to evaluate the program and uses information that will be required for the administrative review to help me better prepare. When it is complete, it will allow us to compare our performance with other districts. It will also allow us to identify and develop Key Performance Indicators (KPI's).

SNA Annual Conference for Cafeteria PD

Cafeteria managers Lauren Braudis, Christen Sveistys, and Sandra Hillson recently attended the annual SNA Fall Conference in October at the Worcester Centrum. After a busy day in the cafeterias, the managers came to the Food Show and vendor portion of the conference. Many new items were offered and my staff had the opportunity to talk directly with many of our vendors and express concerns and ask questions. It is a great professional development opportunity and the staff gets very excited about new options to offer to our students.